

## Franklin County Data Center Job Description

**Employee Name:** VACANT

**Job Title:** IT Asset Management Analyst

**Department:** Financial Services

**Reports To:** Director, Financial Services

**FLSA Status:** Exempt

**Pay Grade:** 10

**Prepared By:** Julie Lust

**Prepared Date:** 2/1/2016

**Approved By:** Jessica Wilkins-Bibbs

**Approved Date:** 3/3/2016

### SUMMARY

The IT Asset Management Analyst is responsible for the management of software and technology-related hardware including planning, ownership, inventory and monitoring to ensure compliance with vendor contracts. The IT Asset Management Analyst has a critical role in increasing return on IT expense through facilitating collaboration with other Franklin County agencies for consolidation and savings opportunities. This role is also responsible for a full range of functions including technical analysis and recommendations, optimization, sourcing, and acquisition and is actively involved in the countywide initiative to increase data privacy and protection. Must successfully complete 180-day probationary period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Create and maintain a system for tracking and managing software licenses. Regularly evaluate the effectiveness of the tracking system for hardware acquisitions and expenditure purchase agreements, making recommendations for enhancements, when necessary.
- Reconcile contracts and license entitlements to ensure that they meet the stated business need as well as Franklin County Data Center (FCDC) minimum technical requirements. Ensure that procurement requests are compatible with all current infrastructure, hardware and software, then report duplications, or optimization opportunities, to FCDC CIO, and suggest alternatives as needed.
- Maximize value from IT purchases over lifetime of assets, managing the transfer, deployment and redeployment of assets including updating asset management repositories, in conjunction with the Business Services team. Responsible for verifying accuracy of asset tracking information, identifying when county-owned IT assets are candidates for retirement and initiating and overseeing end-of-life-cycle on county-owned assets.
- Evaluate industry innovations, maturity, trends, and changes regularly to plan and recommend in introducing new technologies. Provide technological leadership to develop technology solutions that meet product benefit or cost expectations.
- Provide statistical data and analysis, as requested, to identify consolidation and other saving-related, service-enhancing opportunities for renewals and software licensing and services. Submit proposals for consideration to FCDC CIO and Director, Financial Services.

- Provide installation and license compliance status reports as needed. Respond to requests for specific IT asset management data information.
- Review end user license agreements for compliance.
- Obtain quotes as required by the purchasing policy for both FCDC and countywide IT equipment and software. Negotiates prices and terms with vendors for the purpose of resolving purchasing issues and/or ensuring that purchases are fiscally responsible and in compliance with Franklin County procurement requirements.
- Obtain procurement -related approvals from Resource Directors, as needed, proceeding persistently in order to meet deadlines.
- Place orders for IT equipment and software under the direction of the FCDC Director, Financial Services and Franklin County agency IT procurement designee.
- Provide an updated vendor list with contact information, website addresses and log in information to the Director, Financial Services monthly.
- Maintain an up-to-date - maintenance and renewal log submitting recommendations for consolidation and cost savings.
- Order office supplies at the direction of members of the leadership team.
- Performs all work with a sound sense of urgency. Provides high-quality deliverables in an efficient, timely and courteous manner. Scan documents into Intellivue document management system, as needed.
- Performs other related duties incidental to the work described herein.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

- Proven knowledge in IT procurement methodologies and best practices.
- Knowledge and experience of project management best practices, Ability to lead concurrent initiatives with demanding deadlines and in a fast-paced environment.
- Strong working knowledge of IT infrastructure and end-point hardware as well as multi-year software management principles.
- One to three years of technical experience in the Information Technology field.
- Strong negotiation, collaboration and interpersonal communication skills.
- Excellent relationship building skills to work collaboratively to meet business objectives.
- Demonstrated ability to execute quality output with sound prioritization and timeliness.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and one to three years technical experience in the IT field; or equivalent combination of education and experience. CompTIA A+, CPPB and/or project management certifications preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

CompTIA A+, CPPB or PMP preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.